

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: July 10, 2012

FROM: Louise M. Anderson
Associate Controller - Operations

SUBJECT: Retirement Coding Change
CPO 13-01

Effective today, the retirement codes in the master file have changed as follows:

Regular employees:

We are changing the retirement code from '**R**' to '**H**' for the new HYBRID plan. Employees will pay 3.75% towards ERS and 5% towards TIAA-CREF. We are retaining the code 'R' on our payroll histories.

Correctional Officers:

These class codes will now have a retirement code '**C**' and employees will continue to pay 8.75% towards ERS.

If you have any questions about these codes, please call me.

Thank you.